



## CITY OF WATERTOWN ADOPT-A-SPOT PROGRAM APPLICATION FORM



### **SPOT ADOPTEE INFORMATION:**

Organization/Group Leader/Individual Name(s): \_\_\_\_\_

\_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### **SPOT ADOPTION INFORMATION:**

Spot Requested: \_\_\_\_\_

Alternate Spot: \_\_\_\_\_

### **RECOGNITION:**

Individuals, organizations and groups that "Adopt-A-Spot" are eligible to have a picture(s) of the adopting individual, family, group, organization or business placed on the City's website, Facebook page(s) or other social media sites, if desired. If you DO NOT wish to have a picture posted, please initial here: \_\_\_\_\_

### **APPLICANT STATEMENT:**

On behalf of \_\_\_\_\_ (group, organization or individual), I have read and agree to the procedures for the City of Watertown's "Adopt-A-Spot" program. I understand the hazardous nature of the work that is to be performed and take responsibility for my/the group's participation in the program. I also agree to notify the City of any changes in the contact information or if a new contact person assumes responsibility for the group.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## **CITY OF WATERTOWN ADOPT-A-SPOT PROGRAM AGREEMENT**



The City of Watertown and \_\_\_\_\_  
hereby agree as follows:

The individual or group participating in the Adopt-A-Spot program shall:

1. Select a park or public space location from the list of City of Watertown parks and public spaces available for adoption.
2. Enter into a calendar year service agreement to commit to clean up activities at least monthly (excluding winter months); remove trash and litter in the spot as often as necessary to keep area clean (a minimum of once per month is requested).
3. Designate one person from your group, if applicable, who will be responsible for coordinating their clean-up efforts with the City and provide their contact information.
4. Commit to ensuring their work group acts safely, appropriately, and within the standards required of all City of Watertown volunteers.
5. Guarantee that participating youth are provided with adequate supervision.
6. Participate as available in special projects such as planting a new flower/landscape bed, or maintaining existing landscape beds by weeding, adding new mulch, mulching trees, etc.
7. Not be compensated by the City for activities performed during the park clean-up or be supervised or controlled by the City in any manner. It is the responsibility of the group leader or coordinator to supervise individual participants volunteering for the group.

**SPOT ADOPTION INFORMATION:**

Spot Location: \_\_\_\_\_

In addition to picking up and removing litter, reporting any hazards or vandalism to City Staff, I/we propose to complete the following tasks at our location: (check all that apply):

☒ Pickup and remove litter

☒ Report any hazards or vandalism to City staff

☐ Rake leaves

☐ Pull weeds

☐ Plant flowers in existing flower beds

☐ Water flowers and trees

☐ Weed around existing trees and in existing flower beds

☐ Mulch trees

☐ Create and maintain new flower beds (location subject to City approval)

☐ Other, (please describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The City agrees to:

1. Provide "Adopt-A-Spot" recognition for the adoptee for the park/public space adopted.
2. Allow the volunteer group and/or individual's access to City property as necessary to perform the clean-up/special project.
3. Remove or arrange for removal of certain litter under unusual circumstances (i.e., large, heavy or hazardous items)
4. Commit to making all projects and park areas as safe and positive as possible.
5. Provide a contact person at the City of Watertown to communicate and assist the organization with any special projects proposed for their designated park.

The individual or group agrees that it will indemnify and hold harmless the City of Watertown, officers, agents and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the individual or group during the performance of this Agreement. All individuals participating in the program shall be considered volunteers for the group, and not volunteers for the City.

This agreement is non-transferable and non-assignable in whole or in part without written consent from the City.

The following shall be the designated contacts for this park:

***For the City:***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For the Individual/Volunteer Group:***

Name: \_\_\_\_\_ Group Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the application and agreement and return to:

City of Watertown Planning and Community Development Department  
245 Washington Street  
Room 305  
Watertown, New York 13601

[planning@watertown-ny.gov](mailto:planning@watertown-ny.gov)

### **ADOPT-A-SPOT PROGRAM SAFETY TIPS**

- No intoxicating liquid, beverage or illegal drugs will be allowed to be consumed while completing “Adopt-a-Spot” activities
- Participants should wear gloves, a good quality shoe and light or bright-colored protective clothing. NO clothing should be worn that hinders the visibility of the participant(s).
- During very hot weather, an adequate water supply should be available.
- A good pair of sunglasses, cap and sun block should be considered.
- Avoid suspected toxic/hazardous substances, poison ivy, poison oak, etc.
- Be extremely careful when picking up broken glass and any other hazardous objects. Do not pick up needles. Call the City of Watertown Police Department at (315) 782-2233 for pick up and proper disposal.
- Do not attempt to lift heavy objects. Call City DPW for assistance at (315) 785-7842.
- Work should be done at times when there is good visibility, and not during evening hours.